



Approved on 5.7.13

**MBE/WBE and Small Business Advisory Committee  
Minutes**

**Regular Meeting  
Tuesday, April 2, 2013**

**The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, April 2, 2013 at 301 W. 2<sup>nd</sup> Street, Boards & Commissions Room 1101 in Austin, Texas.**

**CALL TO ORDER**

Chair Mr. Ed Lowenberg called the Board Meeting to order at 6:00p.m.

Board Members in attendance were Chair Ed Lowenberg, Andy Ramirez, Sheri Marshall and Regina Adams.

**1. APPROVAL OF MINUTES**

The Committee approved the February 5, 2013 and March 5, 2013 regular meetings on a motion by Mr. Ramirez and seconded by Ms. Marshall. Motion passed 4-0.

**2. CITIZEN COMMUNICATION**

There were no citizen's communications.

**3. NEW BUSINESS**

**Item 3a. Austin Independent School District (AISD) presentation on upcoming AISD bond proposal and election.**

Linda Medina of the Austin Independent School District presented to the Committee the 2013 School Bond Election presentation. The presentation in addition to more information regarding the bond can be found on [www.austinisd.org/bond](http://www.austinisd.org/bond).

The Committee requested that a link to the presentation be sent via email.

**4. OLD BUSINESS**

**Item 4a. Updates from Economic Growth & Redevelopment Services Office (EGRSO) staff regarding mandatory wage floor on construction projects related to Third Party Agreements.**

Ms. Veronica Lara, Director, Small Minority Business Resources (SMBR) presented to the Committee a memorandum from Kevin Johns, Director, EGRSO updating the Committee on staff action related to the Council Special Committee on Economic Incentives approved motion regarding an \$11.00 per hour minimum requirement. In addition, the memo provided information regarding stakeholder process.

The Committee requested EGRSO staff attend next month's meeting regarding community input as a result of all stakeholder meetings held.

**Item 4b. Consideration of a draft resolution regarding mandatory wage floor on construction projects related to Third Party Agreements.**

The Committee postponed this agenda item until next month.

**Item 4c. Updates from Contract Management Department (CMD) regarding rotational list projects.**

Ms. Barbara Kuhl, Division Manager Project and Mr. David Brocato, Contract Relations Consultant, Contract Management Department provided handouts and briefed the Committee regarding rotation list project assignments flow chart, scopes of work identification and process for monitoring sub consultant usage on rotation list projects.

The Committee requested CMD staff provide a sub utilization form for review and recommendations on process improvements for notifying sub consultants on new assignments.

**Item 4d. Discussion and possible action regarding commercial useful function, pass-through's and other related definitions and issues in the MBE/WBE Procurement Ordinance and Program Rules.**

Ms. Veronica Lara, Director, SMBR briefed the Committee on the Disparity Study solicitation time line. June 6, 2013 is the tentative date to go before Council for authorization. Ms. Lara also stated that recommendations regarding ordinance and program rules will be made throughout the process and the Committee as well as stakeholders will be part of focus groups.

The Committee requested SMBR staff provide a monthly progress report after a consultant has been awarded and the project is underway.

**4. STAFF REPORTS**

**Monthly report and update from SMBR regarding the Small Business Construction Program (SBCP), Request for Changes and Council Awards.**

Ms. Debra Dibble, Assistant Director, SMBR briefed the Committee on the SBCP, RFC and Council Awards reports.

**5. AGENDA ITEMS**

- Updates from Economic Growth & Redevelopment Services Office staff regarding outreach efforts on mandatory wage floor on construction projects related to Third Party Agreements.
- Reconsideration of a draft resolution regarding mandatory wage floor on construction projects related to Third Party Agreements.
- Update from Public Works Department staff regarding the Commodity Code Crosswalk project.
- Weatherization Committee update regarding the HEAP project.
- SMBR staff reports.

**6. ADJOURNMENT**

The meeting was adjourned at 7:40 p.m. on a motion by Chair, Mr. Lowenberg.